

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2200

Bureau of Indian Education (BIE)

2200-STARS

The Student Admissions and Reporting System (STARS)

The STARS is a student information system (SIS) that captures and processes student data, as part of Southwestern Indian Polytechnic Institute (SIPI) community college operations. It is designed to provide student life-cycle tracking for all students accepted (past and present) into SIPI, covering all aspects of student life on campus. Student information is provided by SIPI students, faculty, staff, and administrators, who key the data into the database to create the official student record.

SOME RECORDS MAY BE SUBJECT TO AND MAINTAINED IN ACCORDANCE WITH THE PRIVACY ACT OF 1974. SENSITIVE PII MUST BE SAFEGUARDED.

A. Source Records/Inputs

1. Source Records (Paper): Data inputs to the system about each student and applicant are performed manually by keying in information from forms and other data collection sources.

Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)

2. Source Records (Electronic or Digital): PDF images uploaded into the system. Refer to the dispositions instructions in D. 1. of this schedule regarding input files, work files, valid transaction files

Disposition Instructions: PERMANENT. Apply disposition instructions approved for the Master Data File, to PDF images. **(DAA-0075-2015-0003-0001)**

B. Master Data File

The master data contains, but is not limited to (subject to institute data requirements), data from student applications (application, certificate of Indian blood, high school transcripts, college transcripts); student admissions status; student academic history (degree program enrollment; class enrollment, credit hours, midterm and final grades, enrollment status; academic probations; academic suspensions); student degree program planning; student course and school withdrawals, student accounts and financial aid history; student grade reports and transcripts; student tutoring sessions tracking; student counseling sessions tracking; trimester course schedules (course numbering, course titles, course descriptions, time and date of class, instructor, course pre-requisites); trimester calendar (start/end dates, add/drop and withdrawal deadlines); staff and student vehicle registration (vehicle make, model, year, license plate number); student identification (ID) card pictures, student housing assignments, food service, student violation and adjudication process; and system user security administration (user identification and passwords). Additional data elements may be added depending on the future data needs of the Institute.

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Disposition Instructions: PERMANENT. Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1235. **(DAA-0075-2015-0003-0001)**

C. Master File/Database Documentation

1. System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to the master file or database and are sent to NARA with the initial copy of the database. **(DAA-0075-2015-0003-0001)**

Disposition Instructions: PERMANENT. Transfer to the National Archives with Master Data file as identified above.

D. System Generated Documents/Outputs

1. System Generated Document-Specific to Student and Applicants: Student and applicant case file specific queries, sorts, reports, tables, and related records and data compilation reports regarding applicant, student, and student recruitment, filed in student case files or subject files.

Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)

2. System Generated Documents-Specific to School Administration: Statistical, financial, and factual queries, sorts, reports, tables, and related records and data compilation reports used for managerial and program planning, filed in subject or program files.

Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)

E. System Operation Records

1. System Maintenance and Use Records: These record include: Error reports, ticklers, system operation reports; tests and reports of system performance; Input files, work files, valid transaction files; system usage monitoring files (log-in, password files, audit trail, cost-back files, etc.); system backups; Inventories of IT assets and equipment; user IDs, profiles, authorizations, etc.; computer Security Incident handling, reporting, and follow-up records; workload schedules, run reports, schedules of maintenance and support activities; problem reports and related decision documents relating to software infrastructure of an individual system; and help desk and customer assistance files, including logs, problem response, monitoring and clearance.

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Disposition Instructions: TEMPORARY. Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off. **(DRS 1.4.0013)**

2. System Planning and Design: These records include: data system specifications, codebooks, record layouts, user guides, output specifications, and final reports; system security plans and disaster recovery plans; documents identifying IT risks and analyzing their impact, risk measurements and assessments used by Information Technology (IT) System Administrators and programming staff; actions to mitigate risks, implementation of a risk action plan, service test plans, and test files/data; agreements formalizing performance criteria for quantity and quality of service, including responsibilities, response times and volumes, charging, integrity guarantees, and non-disclosure agreements; managing third-party services, including control measures for reviewing and monitoring contracts and procedures for determining their effectiveness and compliance; IT management and service operations documents for identifying and allocating charges and tracking payments for computer usage, data processing, and other IT services (EXCLUDING the agency's cost accounting system); data and reports on implementation of a system or application; resource and demand management for a system; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting changes; and documentation of software distribution and version management.

Disposition Instructions: TEMPORARY. Cut off when superseded by a newer version or upon termination of the system. Destroy 3 years after cut-off. **(DRS 1.4.0014)**